

# Migrating from PaySuite



Your payroll product is being upgraded. This means that from April 2020 you'll no longer be able to use **PaySuite payroll**.

It's time to move over your data to a new QuickBooks payroll product. Rest assured, we have made the whole process really easy.

First, choose the right payroll product for you:

**QuickBooks Online Standard Payroll**

or

**QuickBooks Online Advanced Payroll**

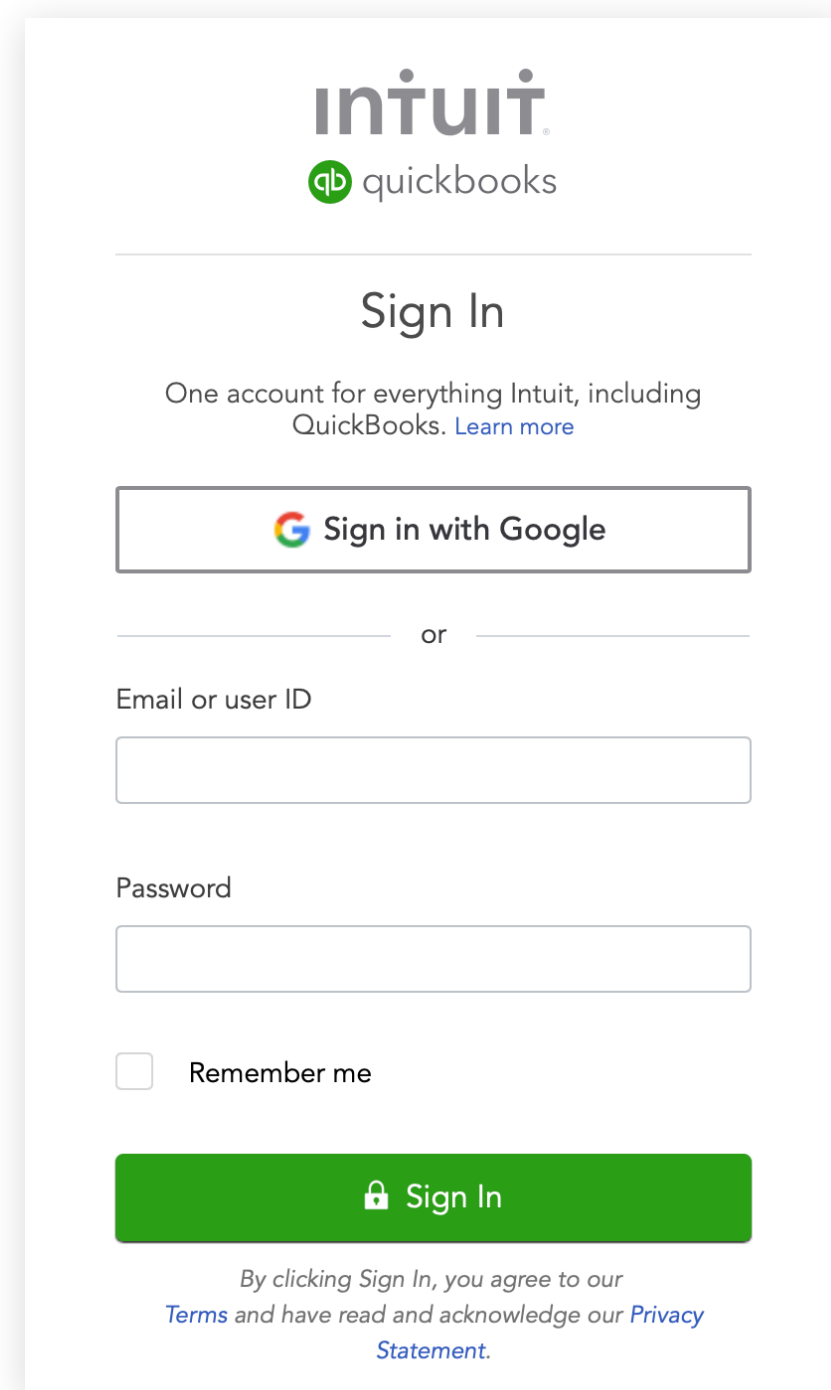
Then simply select a date to make the switch.

We'll handle the rest.

# Migrate from PaySuite in 4 easy steps

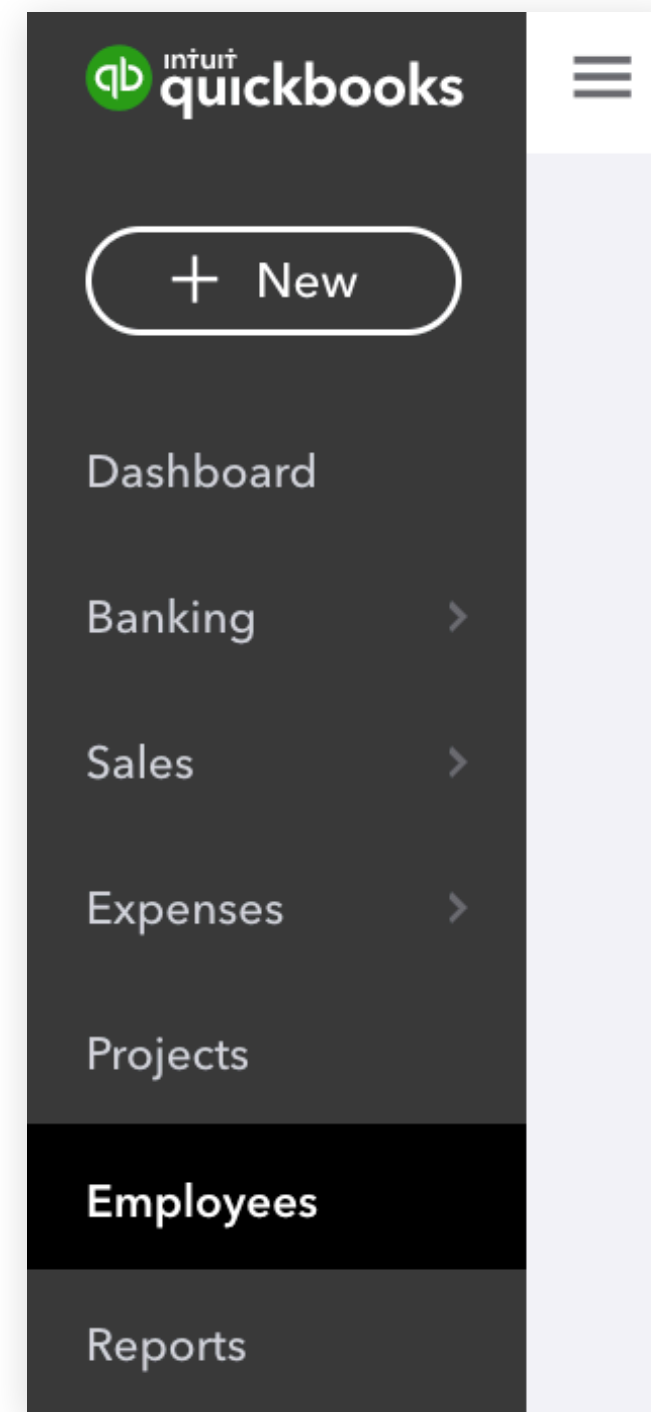
# Step 1

First, **Sign In** to your QuickBooks account.



The screenshot shows the Intuit QuickBooks sign-in page. At the top, the Intuit logo and QuickBooks logo are displayed. Below them is the heading "Sign In" and a sub-heading "One account for everything Intuit, including QuickBooks. [Learn more](#)". There is a "Sign in with Google" button. Below that, there are input fields for "Email or user ID" and "Password". A "Remember me" checkbox is present. At the bottom, there is a green "Sign In" button with a lock icon. Below the button, there is a small disclaimer: "By clicking Sign In, you agree to our [Terms](#) and have read and acknowledge our [Privacy Statement](#)."

Then go to the **Employees** tab.



# Step 1

You'll see a message about the change to your payroll plan:


**!** **Make the switch before the end of the tax year**

You need to change your payroll plan. Move to QuickBooks Online Standard or Advanced Payroll and find the perfect fit for your business. [Schedule migration](#)

Click on [Schedule migration](#) to start the process.

# Step 2

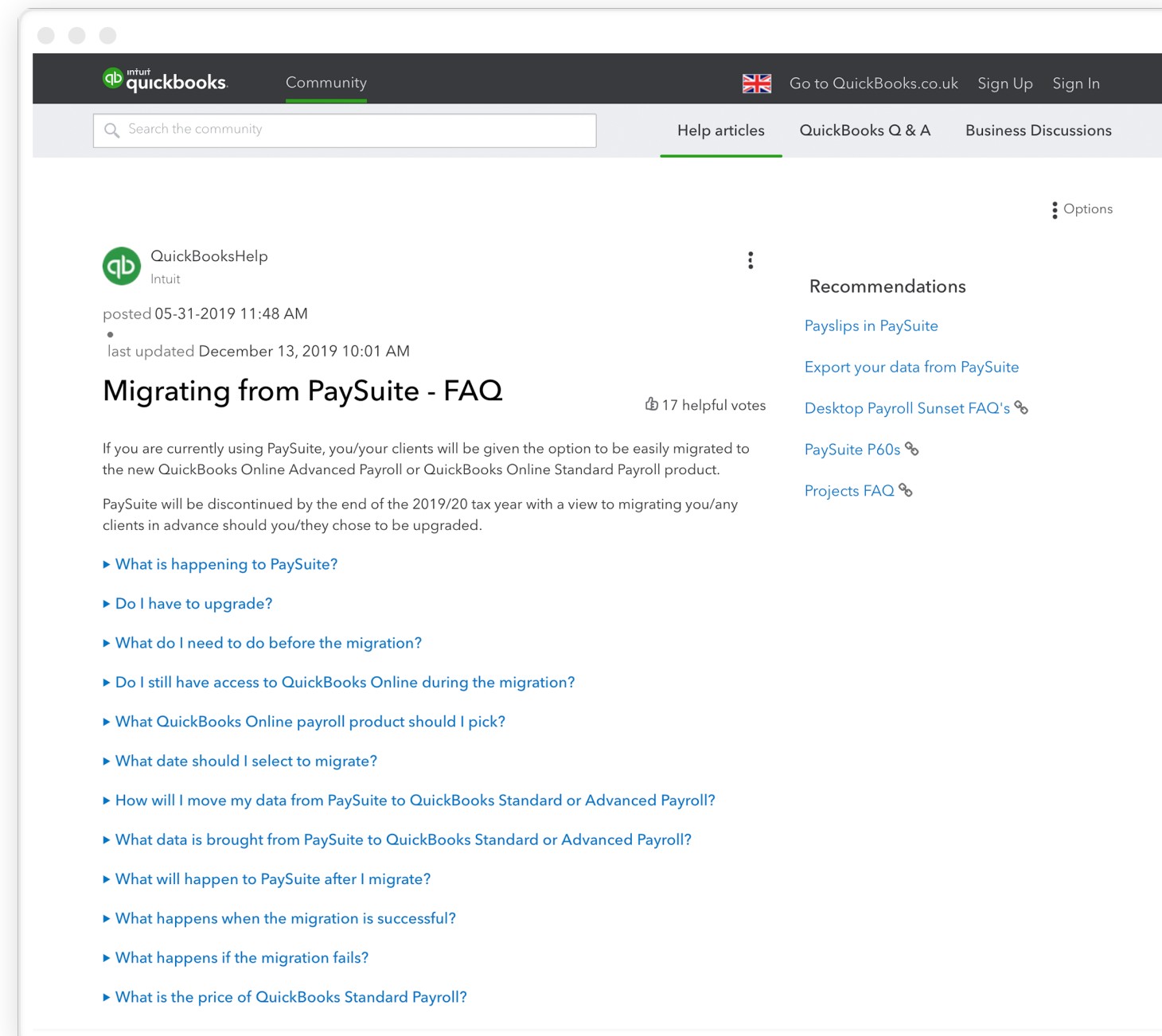
If you want to know more about the migration process and our payroll products, select [Learn more](#) . This will open a new window with information to help.



**Migrate to QuickBooks Online Payroll before time runs out**

Our new **Standard** and **Advanced** plans are replacing PaySuite for all your payroll needs. Migrate automatically at a time that suits you.

[Learn more](#) [Schedule migration](#)



QuickBooksHelp  
Intuit

posted 05-31-2019 11:48 AM  
last updated December 13, 2019 10:01 AM

### Migrating from PaySuite - FAQ

17 helpful votes

If you are currently using PaySuite, you/your clients will be given the option to be easily migrated to the new QuickBooks Online Advanced Payroll or QuickBooks Online Standard Payroll product. PaySuite will be discontinued by the end of the 2019/20 tax year with a view to migrating you/any clients in advance should you/they chose to be upgraded.


- ▶ [What is happening to PaySuite?](#)
- ▶ [Do I have to upgrade?](#)
- ▶ [What do I need to do before the migration?](#)
- ▶ [Do I still have access to QuickBooks Online during the migration?](#)
- ▶ [What QuickBooks Online payroll product should I pick?](#)
- ▶ [What date should I select to migrate?](#)
- ▶ [How will I move my data from PaySuite to QuickBooks Standard or Advanced Payroll?](#)
- ▶ [What data is brought from PaySuite to QuickBooks Standard or Advanced Payroll?](#)
- ▶ [What will happen to PaySuite after I migrate?](#)
- ▶ [What happens when the migration is successful?](#)
- ▶ [What happens if the migration fails?](#)
- ▶ [What is the price of QuickBooks Standard Payroll?](#)

**Recommendations**

- [Payslips in PaySuite](#)
- [Export your data from PaySuite](#)
- [Desktop Payroll Sunset FAQ's](#)
- [PaySuite P60s](#)
- [Projects FAQ](#)

# Step 2

When you're ready to continue select [Schedule migration](#) .



**Migrate to QuickBooks Online Payroll before time runs out**

Our new **Standard** and **Advanced** plans are replacing PaySuite for all your payroll needs. Migrate automatically at a time that suits you.

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[Learn more](#) [Schedule migration](#)

# Step 3

It's time to choose your payroll plan.

We'll recommend the right product for you, based on your previous use.

**RECOMMENDED** ⓘ

### Standard Payroll

Best for most businesses

**£1** /per paid employee per month<sup>1</sup>

**until 31/7/20**  
Full price effective from 1/8/20  
£4/ month + £1 per paid employee per month

[Select Standard Payroll](#)

- > Calculates net pay, taxes and National Insurance
- > Creates and sends payslips
- > Submits RTI filings to HMRC
- > Assess your workforce and manage workplace pensions
- > Supports the following pay schedules: weekly and monthly pay runs
- > Covers sick, maternity & paternity statutory payments

[Learn more](#)

### Advanced Payroll

For businesses with unique needs

**£1** /per paid employee per month<sup>1</sup>

**until 31/7/20**  
Full price effective from 1/8/20  
£8/ month + £1 per paid employee per month

[Select Advanced Payroll](#)

- > Calculates net pay, taxes and National Insurance
- > Creates and sends payslips
- > Submits RTI filings to HMRC
- > Assess your workforce and manage workplace pensions
- > Supports the following pay schedules: weekly, monthly, 2 weekly, 4 weekly, quarterly and annual pay runs
- > Covers sick, maternity, paternity, adoption & shared parental statutory payments
- > BACS payment file
- > Separates out directors pay from other employees
- > Automatically sends pension contributions info to the right provider
- > Includes portal and mobile app for employees with timesheets and leave requests

[Learn more](#)



# Step 3

In some cases, you'll only be able to select Advanced Payroll.

That's because it looks like our Standard Payroll features won't cover the needs of your business.

## Why we recommend this plan

Based on your previous use, this is the best payroll product for you.

BEST FOR YOUR BUSINESS ?

### Advanced Payroll

For businesses with unique needs

**£1** /per paid employee per month<sup>1</sup>

until 31/7/20

Full price effective from 1/8/20

£8/ month + £1 per paid employee per month

Select Advanced Payroll

- > Calculates net pay, taxes and National Insurance
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[Learn more](#)

# Step 4

Select the date when you want the migration to happen.

On your migration day, your payroll will be unavailable for up to 24 hours. So make sure you pick a date that when you won't need to complete any payroll tasks.

<input type="radio"/> 23 March 2020	<input type="radio"/> 24 March 2020	<input type="radio"/> 25 March 2020
<input type="radio"/> 26 March 2020	<input type="radio"/> 27 March 2020	<input type="radio"/> 28 March 2020
<input type="radio"/> 29 March 2020	<input type="radio"/> 30 March 2020	<input type="radio"/> 31 March 2020


# Step 4

Once you're happy with your choice, select **Confirm date** to complete the scheduling process.

<input type="radio"/> 23 March 2020	<input type="radio"/> 24 March 2020	<input type="radio"/> 25 March 2020
<input type="radio"/> 26 March 2020	<input type="radio"/> 27 March 2020	<input type="radio"/> 28 March 2020
<input type="radio"/> 29 March 2020	<input checked="" type="radio"/> 30 March 2020 <small><b>i</b> Payroll will be unavailable until the migration is complete.</small>	<input type="radio"/> 31 March 2020

# That's it

You can keep using PaySuite as usual until your migration date.

 We recommend that you export your **PaySuite payroll data** for your records once you've run your last payroll or finalised any changes.

✕

### Migration worked a treat!


You've successfully moved to QuickBooks Online Advanced Payroll. Get started using our tutorial videos and handy articles.

[Get started](#)

✕

### Migration worked a treat!

You've successfully moved to QuickBooks Online Standard Payroll. Get started using our tutorial videos and handy articles.

[Get started](#)

# Thank you

